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## CLEARANCE OF PERSONNEL FOR DUTY WITH CIA

## EMPLOYMENT OF PERSONNEL ON PROVISIONAL CLEARANCE

REFERENCE: (1)

[Redacted]

dated 5 June 1952

(2)

[Redacted] dated 16 July 1952

1. Individuals who enter on duty with the Agency in a provisionally cleared status have rigid conditions attached to their employment while in such a status which preclude the full utilization of their qualifications and experience. Provisionally cleared employees will not:

- a. Have access to classified material or secure areas;
- b. Be issued a badge or credential;
- c. Represent themselves as CIA employees;
- d. Be assigned to any unclassified duties other than those listed in the clearance.

2. As a matter of Agency policy, individuals will not be employed on the basis of a provisional clearance unless their service would otherwise be lost to the Agency.

- a. A provisional clearance may be granted to clerical personnel possessing typing, stenographic, or other clerical skills, and to extremely well-qualified individuals whose professional skills and knowledges are needed by the Agency. Since individuals employed in professional or technical positions usually have established relationships in their occupational field and often have personal or financial commitments,

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their failure to meet Agency standards for full-duty status ordinarily imposes greater hardship upon them than is true in the case of clerical employees. The probability of individual embarrassment and hardship and adverse criticism of the Agency is so great in such cases, that employment of professional personnel on provisional clearances should not be considered except in unusual cases.

3. Persons gainfully employed at the time security processing is initiated should not be considered for entrance on duty under a provisional clearance unless such employment is not expected to last during the processing period.
3. Under no circumstances should provisionally cleared employees move their families or household goods to the area of their CIA employment. The supervisor responsible for the administrative control of such individuals will impress upon them the temporary nature of their appointments and will advise them against making any substantial change in their personal affairs or financial arrangements prior to receiving full clearance.
4. A request for the provisional clearance of an applicant for a position in grade GS-7 or above will require the approval of the Deputy Director concerned. If it is considered necessary to request the appointment of an individual on a provisional clearance at grade GS-7 or above, the requesting office will attach a justification of the proposed action, approved by the appropriate Deputy Director, to the Standard Form 12, Request for Personnel Action, requesting the individual's appointment.

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5. During the period of provisional employment, the office which requested appointment of a provisionally cleared employee in grade GS-7 or above will be responsible for providing a work assignment under proper supervision, in accordance with the provisions outlined in paragraph 1 above. Personnel on provisional clearance in grade GS-6 or below will normally be assigned to unclassified work projects under supervision of the Office of Personnel while awaiting full clearance. Under exceptional circumstances, the requesting office may arrange with the Office of Personnel to assume responsibility for providing unclassified work assignments to provisionally cleared employees in GS-6 or below; however, the Office of Personnel will retain administrative supervision of such personnel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

*L. K. White*  
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Deputy Director  
(Support)

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